

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
July 19, 2021
Council Chambers**

MEMBERS PRESENT: Mayor Ben Cleveland
Deputy Mayor Mike Bartlett
Councillor Peter Turnbull
Councillor William McCormick
Councillor Paul Saulnier

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Bruce Baxter, By Law Enforcement Officer
Ed McCormick, Director of Public Works
Matthew Raymond, Director of Finance

REGRETS

A. CALL TO ORDER

Mayor Cleveland called the meeting to order at 6:00 P.M.

B. AGENDA

B.1 Additions/Deletions

One addition to the Agenda H.5 Former TVT Park.

B.2 Approval of the Agenda

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Agenda for July 19, 2021 be approved with one Agenda under New Business H.5 Former TVT Park.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 None.

D. MINUTES OF PREVIOUS MEETING

D.1 June 21, 2021

Motion:

Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that the Minutes of June 21, 2021 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Art Work update

Deputy Mayor Bartlett has been to see the Art Work it is assembled down to Peter Janson garage if anyone wants to drop down and see it. The art work is getting close to being ready to install at the promenade.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. There was four development permits issued and one subdivision approval issued for the month of June. There were six building permits issued for the month of June. The Fire Department submitted reporting for the months of April, May and June. The Office of the CAO is reporting that Communities Building youth Futures through Turning the Tide are partnering with DARC to provide outdoor movies in the summer at Digby Centre Stage. They will be conducting Covid-19 screening and following outdoor guidelines, social distancing and masks. The Senior Management Team has prepared the Capital Investment Plan draft for presentation to Council. The CAO has spoken to Terry Gilbert concerning her presentation. The CAO has also meet with the owners of the property to discuss the project the owners at this point in time would like to sit down themselves and determine what the project scope and after this they will meet with the CAO and discuss any assistance they may require. The Frank Mackintosh Memorial Park the sign and the fountain have arrived we are currently waiting for NSP to scope the location of the power source for the fountain and the park. The CAO is asking Council for consideration into whether there will be an official opening of the park. The CAO also informed the Council of his upcoming vacation time the week of July 26 to July 30 and August 23 to September 6, 2021.

F.2 Director of Finance

a) Report

The Director of Finance report was presented and reviewed. The Direction is reporting a draft of the Town operating budget for the 2021/22 year was presented to the budget committee. The Director and the other members of the Senior Management Team met and finished preparing the draft capital budget that will be coming forward tonight under New Business for further discussion. The Water and Sewer bill non-payment disconnections will resume this month during the most recent outbreak of the Covid-19 pandemic the Standard Operating Procedure was not fully adhered to including disconnection for non-payment. The rental property payment arrears are now two months behind. A strongly worded second letter has been sent to the tenant and given a date of September 1 to ensure payment are fully up to date. The Mount Street Rental Arrears are now up to date.

F.3 Director of Public Works

a) Report

The Director of Public Works reviewed his report with the Committee. The Director has finished working at the Community Gardens. The Director received two quotes on replacing the roof on the garage/office at the main pumping station. The new SCADA computer was installed at the STP. The 5 ton truck has a coolant leak. The Fire Hall washroom upgrades are still just waiting for one more part for the sprinklers. There are three students' working with public works until the end of August.

F.4 Special Constable

a) Dangerous or Unsightly Premise Report

The Administrator is working on many files. 10 Carleton Street file has nothing to report as no further repairs have been done. 13 Mount Street the property has been cleaned up new wired garbage cage was replaced with a proper garbage bin. 140 First Avenue is still being worked on the two vehicles in the back of the building are owned by two fishermen who are at this time working out of Yarmouth the two fishermen will be made aware that the vehicles have to move to a proper parking area. 80 Victoria Street property issue with complaints coming in about the lawn not being mowed and it is now dangerously high the Administrator contacted the owner and the grass has now been cut. 22 St. George Street property complaints have come in concerning the grass the Administrator has notified the realtor who in turn contact the seller and the grass will be cut as soon as possible. 56 St. George Street is a concern with the building as well as the tall grass. The realtor was contacted and the owner is in the process of having a construction crew do a demolition of the building. 91 First Avenue new garbage bins are in place and the proper amount of compost bins are now in place. 149 West Street property owners were sent a register letter concerning the grass at the vacant property. The letter was sent on July 8th with a reply request within 7 days. 77 Montague Row property owners were sent a register letter requesting return of correspondence within 14 days upon receiving the letter nothing back at this time.

a) Protective Services Report

The Special Constable report was distributed for review. The Special Constable added one item verbally to his report that he will be having a gentlemen come from to the Town Hall to provide some assistance with the NSCAF system.

G. CORRESPONDENCE

G.1 Juniper House

Council received a thank you letter from Juniper House on their recent Community Grant received.

H. NEW BUSINESS

H.1 Visitor Information Centre Shore Road

The facility is almost completely renovated what is the direction of Council for the future of that facility. The Board of Trade and DATA have viewed the building and maybe submitting a proposal for the use of the building. Perhaps Council ask staff to draft an expression of interest for the facility. Mayor Cleveland would like to see a mini Bofex Centre there for tourist when they visit. Councillor Saulnier would like to see the building used year round rather than just the summer months. The CAO will draft an expression of interest for Council to review.

H.2 Town of Digby Capital Budget

The Director of Finance reviewed the Draft Capital Budget with the Committee. The Capital Investment Plan is a 10 year plan however only year one is what Council will be committing to for the 2021/22 year. The total amount of year one capital budget for 2021/22 is \$2,579,711.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommends to Council the Capital Investment Plan for 2021/22 as presented.

Motion Carried.

H.3 Coastal Protection Act

Mayor Cleveland received correspondence regarding an upcoming session on the regulations for the Coastal Protection Act if would be beneficial for all those who are able to join in the meeting have a read over the documents provided.

H.4 South West Nova Scotia Affordable Housing

Councillor Saulnier has been attending the Affordable Housing meetings along with many others from various groups. They are now looking at forming a foundation with charitable status to enable submission of grant applications, fund raising etc. Councillor Saulnier is asking if we wish to have a seat at the table with this group. They are searching for local folks to be involved on the board Mayor Cleveland felt that it was important to have a seat on this board and Councillor Saulnier was passionate about affordable housing and he should be one to take the seat with no financial commitment at this time.

H.5 Dog Park

Councillor Saulnier asked for this item to be added to the Agenda for discussion. At a previous meeting when the park was discussed there seemed to be no clear vision for the park. Councillor Saulnier drafted a 4 phase plan for the park. Councillor Saulnier did an overview of each of the phases with Council. There may be funding opportunities available for the park development. Step one will be to conduct a survey another item to consider is that a lot of this plan is to be done in house with the current workload of the public works department would this be something that can be done. The Director of Public works indicated that the schedule for this year is full for this year with a few major projects underway however we can look into future years. The Committee directed the CAO to investigate the cost of the park proposal.

I. IN-CAMERA

I.1 None.

J. ADJOURNMENT

There being no further business the meeting adjourned.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett the meeting be adjourned at 7:55 P.M.

Motion Carried.



Mayor



Clerk